

# MEMORANDUM

**Date:** September 27, 2013  
**TO:** Members of the Steering Committee  
**FROM:** Reid Oetjen  
Chair, Faculty Senate  
**SUBJECT:** **STEERING COMMITTEE MEETING on October 3, 2013**

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Meeting Date: Thursday, October 3, 2013  
Meeting Time: 4:00 – 6:00 p.m.  
Meeting Location: College of Arts and Humanities, Room 192

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *September 5, 2013***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
  - Publication of SPOI items
  - Steering liaison for Personnel Committee
7. **New Business**
  - Student attendance records and financial aid
8. **Committee Reports**
  - Budget and Administrative Committee – *Tom Wu*
  - Graduate Council – *Jim Moharam*
  - Parking Advisory Committee – *Bernardo Ramirez*
  - Personnel Committee – TBD
  - Undergraduate Council – *Robert Wood*
9. **Other Business**
10. **Adjournment**